

## **SOCIAL WORKER-SENIOR**

### **Position Summary**

Under the general supervision of the MacArthur Hall Executive Director, the Social Worker-Senior provides a wide range of professional-level independent casework counseling services to members of the Wisconsin Veterans Home at King (WVHK) who have a variety of problems related to disability, aging and dementia, including social, mental, medical, economic, behavioral and over-all adjustment difficulties. Additional responsibilities include case management and coordination of multi-disciplinary staff services to enhance the quality of services offered and to promote the understanding of the aged/disabled to families, staff and community. The casework services involve the administering of professional skills including personal initiative, independent judgment, and decision-making. The incumbent obtains pertinent information, provides counsel to members and their families, and utilizes all possible resources to achieve the goals of the position. This position also provides independent representation of the facility on behalf of the member without direct supervision or prior consultation.

### **Time%    Goals and Worker Activities**

#### **50% A.    Provision of Social Work Services to a Caseload of Members of WVHK**

- A1. Perform individual casework including initial and periodic evaluation, to assess the psycho-social needs of the member while maintaining documentation in the clinical record.
- A2. Provide family assessment, education, and support services.
- A3. Provide crisis intervention for member, family members, and staff, as identified through assessment.
- A4. Consult with professional and nonprofessional staff to coordinate the care and treatment of members.
- A5. Lead member staffing sessions focusing on complex and problematic member behaviors.
- A6. Update Social Service Plan of Care while documenting information as part of Multi-Disciplinary Quarterly and/or Annual Review.
- A7. Share responsibility with registered nurse (RN) in chairing Annual and Quarterly Member Review Meetings while taking the lead in inviting members, their legal representatives, and selected family members to reviews.
- A8. Provide on-going individual counseling and/or conduct group support meetings for members and/or family.
- A9. Create, assign and monitor member work therapy jobs, in collaboration with Work Therapy Coordinator.
- A10. Initiate travel requests after assessing member transportation needs and exploring alternate transportation methods.
- A11. Assess and approve individual member's use of Disabled American Veterans Emergency Loan Fund, assisting with the collection of loan funds if needed.
- A12. Complete assigned portions of Minimum Data Set following assessment quarterly and as needed following permanent changes in resident functioning.
- A13. Advocate member rights among staff and inform members of their rights and the complaint procedure.
- A14. Where appropriate, initiate member's complaints on behalf of the member when member rights are being violated.

- A15. Represent member and/or facility during course of investigations of complaints by outside agencies such as State Ombudsman.
- A16. Perform assessment and offer recommendations to health care team and physician, in evaluating member requests to self-medicate following facility policy.
- A17. Monitor, report, and record information on the Behavior Monitoring Tool, to facilitate assessment of behavior and explore treatment options.
- A18. Assess and refer members suffering from acute psychological problems which may threaten their safety and the safety of others, to mental health facilities, and file petitions for emergency placements.

**30% B. Coordination of Admissions and Discharges of Members to and from Licensed Nursing Care Units of WVHK**

- B1. Compile admission information by interviewing member and families and gathering information from collateral agencies.
- B2. Provide pre-admission information to prospective members and their families.
- B3. Prepare and dictate a Social History Background Report, Initial Assessment and Plan of Care, and Minimum Data Set.
- B4. Administer Saint Louis University Mental Status (SLUMS) exam and assess cognitive functioning.
- B5. Present results of psychosocial assessment to multi-disciplinary staff to develop comprehensive Plan of Care.
- B6. Develop and coordinate discharge plans for assigned members, and review and update annually or more frequently as appropriate.
- B7. Assess member discharge plans for appropriateness and counsel member to accept limitations and/or view plans realistically.
- B8. Initiate and coordinate discharge planning conference with the objective of achieving optimal placement alternatives for member.
- B9. Initiate and coordinate room and building transfers, informing members, families, and appropriate staff of pending and actual movement.
- B10. Monitor and document member adjustment to transfer and re-evaluate member's Care Plan following movement.
- B11. Provide financial counseling services and act as liaison between facility and member, in order to educate and inform, and expedite financial transactions affecting placement and eligibility for third-party payment sources.
- B12. Initiate and explain the Durable Power of Attorney for Health Care, the Durable Power of Attorney for Finance, and facility terminal care policies to members and their families.
- B13. Provide consultation to Admissions Director when requested, to determine ability to provide care to potential re-admissions of individuals discharged due to inability to meet care needs.
- B14. Initiate and prepare forms when appropriate to obtain additional revenues and member income such as Social Security Disability Insurance (SSDI) and Medical Assistance.
- B15. Close out Social Services involvement in member clinical record by completion of discharge/death summary.

**10% C. Performance of Other Duties within the Social Services Unit**

- C1. Maintain office routines, including recordkeeping, preparing correspondence, completing forms, and preparing reports.
- C2. Participate in scheduled supervisory and unit meetings.
- C3. Schedule and chair monthly or bi-monthly meetings and encourage member attendance, to present information pertaining to WVHK policies/projects.
- C4. Prepare minutes of meetings and take action to correct identified problem areas.
- C5. Mentor undergraduate or graduate social work students in field placement at WVHK.
- C6. Initiate and assist in developing and presenting educational in-services to members, multi-disciplinary staff, and outside interest groups when assigned.
- C7. Assist Member Relations in organizing, coordinating and presenting specified programs for the facility.

**10% D. Liaison between Facility, Community Mental Health and Service Agencies, County Veterans Service Officers (CVSOs), Hospitals, Families and Attorneys**

- D1. Communicate information regarding member's status to keep providers and representatives informed of case status, and to facilitate and implement Member Care Plans.
- D2. Work in close cooperation with hospitals, courts, and community agencies to facilitate discharge planning and member's utilization of resources.
- D3. Prepare petitions and give testimony in competency/guardianship hearings when subpoenaed by court or when member's needs dictate court intervention.
- D4. Explore, develop and maintain a list of community and state resources and facilities appropriate for the aged, disabled, and/or handicapped veteran and/or dependent.
- D5. Provide service of legal documents to members, coupled with supportive counseling and client advocacy services as appropriate.

## **Knowledge, Skills and Abilities**

1. Knowledge of social work principles and practices, including those for working with geriatric clients
2. Knowledge of Wisconsin Department of Veterans Affairs' mission and orders, and WVHK policies and procedures for member care
3. Knowledge of federal and state statutes, administrative codes, and regulatory agency requirements applicable to a long-term health care setting (e.g., 42 CFR 483, etc.)
4. Knowledge of the rules and regulations governing patient rights and confidentiality, including the Health Insurance Portability and Accountability Act (HIPAA)
5. Ability to recognize emergency situations and follow appropriate member-care protocols
6. Skill in the development and implementation of interventions to meet the psychosocial needs of disabled or geriatric clients, including those with behavioral problems
7. Skill in verbal and written communication
8. Skill in organization
9. Skill in computer use, including Microsoft Office Suite or similar applications and electronic medical record systems
10. Skill in problem-solving
11. Ability to collaborate with multidisciplinary health care professionals
12. Knowledge of techniques for interviewing, assessing and counseling clients
13. Ability to prioritize caseload and resultant work
14. Ability to provide counseling services to individuals and groups
15. Knowledge of Minimum Data Set practices and procedures
16. Ability to collaborate on the development of integrated, individualized patient care plans
17. Ability to relate information to people of diverse educational, cultural and economic backgrounds
18. Knowledge of federal and state statutes, administrative codes and regulatory agency requirements related to nursing care services, (e.g., Chapters 48, 51, and 55; Health and Social Services 132, Omnibus Budget Reconciliation Act, Veterans Affairs Chapter 3, etc.)
19. Ability to work independently

## **Special Requirements**

License as a Social Worker or Social Worker-Independent in the State of Wisconsin

One year of supervised social work experience in a health care setting working directly with individuals, per 42 CFR 483.15(g)(2)(3)

## **Environmental Conditions**

Conditions are those normally found in a long-term health care facility.

The facility has a network of underground tunnels which connect buildings and access to certain work areas.

Exposure to cigarette smoke